

PROCEDURES FOR AMENDING PLATS

Only the land surveyor or engineer who sealed the original plat may alter that plat. No other professional, Borough, or State official has that authority.

1. The surveyor who sealed the plat to be amended must present a letter to the appropriate Borough Platting Officer (or appropriate State official if the plat is not under the jurisdiction of an organized borough) requesting Platting Authority approval.
 - a. This letter shall include a clear statement that the plat requires correction and the reason why.
 - b. The surveyor must agree in the letter to immediately provide a duplicate positive mylar of the original plat to replace with the withdrawn original plat.
 - c. The surveyor must also agree to re-file the corrected plat along with the Surveyor's Affidavit containing the necessary information.
2. The corrections to be made must have prior approval from, and the letter be countersigned by, the Borough Platting Officer at the direction of the Platting Authority or the appropriate State official as dictated by the statute, regulation, or ordinance.
3. The appropriate Platting Officer or State official shall, upon approval, forward the letter to the appropriate District Recorder's Office for approval prior to allowing the plat to be withdrawn from State files by the land surveyor or engineer.
 - a. The duplicate positive mylar of the original plat will replace the original plat.
4. A Surveyor's Affidavit will be prepared by the land surveyor on firm letterhead (see attached Surveyor's Affidavit).
5. Immediately above the title block on the original filed plat, the statement "AMENDED PLAT" must be placed in bold capital letters.
6. The plat will include a revision block noting the changes in detail and the date of the revisions.
7. Both the corrected plat and Surveyor's Affidavit will be filed together.

State of Alaska
Department of Natural Resources
Division of Management
District Recorder's Office
550 West 7th Avenue, Suite 1200
Anchorage, Alaska 99501-3576

I would like to withdraw from the recording office the original filed mylar of Plat No. _____, _____ Recording District, for the purpose of making a correction. Prior to making this correction and refileing the original plat, I will submit a duplicate positive mylar of the above plat which will substitute for the original plat in your files.

I understand you are allowing this for the sole purpose of correcting a surveyor's minor technical error on this original plat and that I must refile it along with a Surveyor's Affidavit which will explain what has been corrected, and contains the following statement:

The above revision constitutes the sole change made to the plat aside from its notation in the revision block on the plat. The above revision does not influence any change of, ownership, drainage features, rights-of-way, or any other item which would adversely affect this or adjacent properties. I am therefore submitting this plat for refileing as corrected.

The correction(s) to be made is (are) _____

Signature _____ Date _____

Registration No. _____

Firm Name _____ Telephone #: _____

Address _____

PLATTING AUTHORITY APPROVAL:

_____ Date/Time Original Released:

Agency _____

Date _____

_____ Date/Time DPM Returned:

RECORDING OFFICE APPROVAL:

_____ Original Refiled Plat Number:

District _____

Date _____

FIRM NAME
FIRM MAILING ADDRESS

SURVEYOR'S AFFIDAVIT

Plat title, _____

The above referenced subdivision plat as filed in the _____
_____ Recording District under Plat file number _____
_____ has been revised as follows _____

The above revision constitutes the sole change made to the plat aside from its notation in the revision block on the plat. The above revision does not influence any change of, ownership, drainage features, rights-of-way, or any other item which would adversely affect this or adjacent properties. I am therefore submitting this plat for refiling as corrected.

Date _____

Registration Number _____

Registered Land Surveyor

(SURVEYOR)
(SEAL)